

26 November 1955

MEMORANDUM FOR: Mr. Harrison G. Reynolds

SUBJECT : Privacy of the File

1. At a recent meeting of the DD/P senior staff and division chiefs which I attended, the old question of how to get rid of mediocrity was again discussed. As a part of this discussion I pointed out not only the necessity for supervisors to face up to their duties and be honest with their subordinates as to their shortcomings, etc., but also the necessity of insuring that derogatory information was placed in the individual's personnel jacket. [redacted] expressed himself as having some reservation about the last point, inasmuch as he felt that the content of an individual's personnel folder was easily accessible to almost anyone who wanted to see it.

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2. I am sure that this is a rather popular concept in the Agency and that it is certainly not without foundation. I feel that the Office of Security and the Medical Staff have devised means of insuring "privacy of the file" and realize that the reasons for precautions taken in these offices are entirely different from those applicable to the Office of Personnel. However, I believe that there are good and sufficient reasons for devising procedures to limit access to Personnel folders to those who have a "need to know."

3. I am pessimistic about our ability ever to get supervisors at all echelons to contribute to the personnel folder to the degree that they should unless we can (a) devise and implement procedures which will guarantee "privacy of the file", and (b) convince supervisors at all levels that our system is good. I realize that this is not an easy problem, but feel strongly that it is one which we should tackle and solve at the earliest possible date.

/s/

L. K. WHITE

DD/S:LKW:laq
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